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## FISCAL UPDATE Article

Fiscal Services Division

December 22, 2017



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Des Moines, Iowa 50319

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### AUDIT REPORT — MAQUOKETA COMMUNITY SCHOOL DISTRICT ACTIVITIES

**Audit Report.** At the request of the Maquoketa Community School District officials, the Auditor of State completed a special investigation of student fundraisers within the District. Concerns were initially raised within the District regarding the annual Future Farmers of America (FFA) holiday fruit sale when a community member reported that the check used for payment had not been cashed.

**Findings and Recommendations.** The procedures completed in accordance with this partial audit identified an estimated \$20,138.45 in uncollected or undeposited receipts from the FFA fruit sale for the period of July 2011 through June 2017. The total is estimated due to inaccurate and incomplete records of sales and estimated additional purchases to account for spoilage. The Auditor also reviewed other activities' fundraiser accounts and did not find concerns.

The Auditor recommends the following control procedures in the future:

- Segregation of duties – The District should ensure that collections are counted and signed off on by two individuals prior to deposit.
- Reconciliation of fundraisers – The Activities Director should monitor the receipts, disbursement, and profits of fundraisers and perform a reconciliation at the completion of a fundraiser.
- Maintaining records (collections, supporting documentation) – The District should ensure that detailed records and proper supporting documentation are kept for all fundraisers.
- Ensure proper donations – The District should ensure that any excess product ordered for the purpose of accounting for possible spoilage is accounted for and that any donation of the excess product is donated to a nonprofit organization in accordance with Iowa Code chapter [672.1\(2\)](#).

The full report is available [here](#).

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